

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF DITTON PARISH COUNCIL HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 1st MARCH 2010

PRESENT: CLLRS. MJ PORTER [Chairman], J A BEADLE [Vice-Chairman], R ANGEL, MRS A R BEADLE, M D BRINE, B CORDWELL, MRS B HOUGHTON, A R MULCUCK, N NEWMAN, D H NUNN, B D STONE, MRS A THROSSELL, MRS J F THWAITES
MRS S J KAVANAGH [Clerk of the Council] & MRS N GREENAWAY [Admin. Asst].

530. **OPENING OF MEETING**

The Chairman opened the meeting at 7.30pm.

531. **APOLOGIES**

All Members were present.

532. **DECLARATION OF INTERESTS**

Cllrs. Beadle, Mrs Beadle, Mulcuck and Porter declared a prejudicial interest in item 537(b) as they are Members of the Twinning Association.

Cllr. Newman declared a personal interest in item 542, as he is a member of the Youth Project Steering Committee.

Cllr. Stone declared a personal interest in item 541, as he is a member of the Tonbridge & Malling Borough Council Planning Committee. He requested it be **NOTED** that his comments and decisions on planning matters at this meeting are a preliminary view and, in accordance with the Code of Conduct, he will look at all planning matters afresh at Borough Council level.

533. **REPORT FROM NEIGHBOURHOOD POLICING UNIT/COMMUNITY WARDEN**

WPC Becky Ballard reported on the crime statistics for Ditton during February 2010 as follows:-

2 x thefts;
1 x truck taken from driveway;
1 x criminal damage to fencing;
2 x domestic assaults.

WPC Ballard also gave an update on detection of crime committed during January.

534. **CONFIRMATION & SIGNING OF MINUTES OF PARISH COUNCIL MEETING HELD 1st FEBRUARY 2010**

RESOLVED to **CONFIRMED** and **SIGN** the minutes of the above meeting as a correct record.



535. **MATTERS ARISING**(a) Grit/Salt Bins (Item 491(a), Page 247)

A communication from Nick Chard, KCC Cabinet Member for Environment, Highways and Waste, was **READ** and it was **NOTED** that support with snow clearing from Parish Council's is going to be explored.

Cllr. Stone advised that at the recent Parish Partnership Meeting members were advised that parish councils can still purchase their own salt/grit bins but would need KCC Highways permission to site them anywhere on the highway. Cllr. Stone also advised that Highways is happy to enter into agreement with parish councils regarding snow clearance and will be liaising with them in the near future to discuss this further.

536. **MINUTES OF MEETINGS HELD DURING FEBRUARY 2010**(a) For Confirmation & Signing(i) COMMUNITY CENTRE COMMITTEE, 8TH, FEBRUARY 2010

The above minutes were presented by Cllr. Beadle.

RESOLVED to **CONFIRM** and **SIGN** the minutes as a correct record.

(ii) PLANNING COMMITTEE, 15TH FEBRUARY 2010

The above minutes were presented by Cllr. Mulcuck.

RESOLVED to **CONFIRM** and **SIGN** the minutes as a correct record.

(iii) OPEN SPACES & AMENITIES COMMITTEE, 15TH FEBRUARY 2010

The above minutes were presented by Cllr. Mrs Thwaites.

RESOLVED to **CONFIRM** and **SIGN** the minutes as a correct record.

RECOMMENDATIONS

1. *Financial Analysis [Page 257, item 514(a)]*

RESOLVED to **RATIFY** the recommendation to transfer the salt budget from the Open Spaces & Amenities budget to the Community Centre budget.

2. *Lease Fees [Page 258, Item 514(d)]*

RESOLVED to **RATIFY** the recommendation to transfer the petanque piste and bowls club lease fees from the Finance and Administration Committee to Open Spaces & Amenities budget

(iv) FINANCE AND ADMINISTRATION COMMITTEE, 22ND FEBRUARY 2010

The above minutes were presented by Cllr. Porter.

RESOLVED to **CONFIRM** and **SIGN** the above minutes as a correct record.

RECOMMENDATIONS

1. *Financial Regulations [Page 262, Item 525(b)]*

RESOLVED to **RATIFY** the recommendation.

2. *Investment Strategy for 2010/2011 [Page 262, Item 525(c)]*

RESOLVED to **RATIFY** the recommendation.

3. *Asset Register [Page 262, Item 525(d)]*

RESOLVED to **RATIFY** the recommendation and the register be signed by the Chairman and Clerk.

4. *Committee Terms of Reference [Page 262, Item 525(e)]*

RESOLVED to **RATIFY** the recommended amendments.

5. *Risk Identification and Management [Page 263, Item 525(f)]*

RESOLVED to **RATIFY** the recommendation and the risk management summary be signed by the Chairman.

Matter Arising – Ditton Gazette [Page 261, item 524(a)]

Cllr. Mulcuck expressed his concern at the overspent Gazette budget and showed Members an A5 booklet edition he had created using the last Ditton Gazette, which has colour on the front and back page only. Cllr. Mulcuck advised that he has obtained a quotation for printing a 28 page edition in this A5 format and 2,000 copies would cost £500, which is less than half the cost of printing the Gazette in its present full colour A4 format.

Members agreed that the A5 edition looked good, however, the text would need to be larger and this would mean more pages.

RESOLVED to investigate this further.

(b) For Noting

- (i) DITTON TWINNING ASSOCIATION, 28th January 2010

The above minutes were **READ** and **NOTED**:-

537. **CORRESPONDENCE**

(a) For Noting

The following correspondence was CIRCULATED, **READ** and **NOTED**:-

Nat West: Mentor, Issue 15

Rural Kent:	<u>'Rural News', Issues 94 January 2010</u> <u>Funding Fair 2010</u>
Clerk & Councils:	<u>'Direct', Issue 123/124 – Jan/Feb 2010</u>
T & M Community Safety Partnership:	<u>'Trickster' – Free musical 12th March 2010</u>
Tonbridge & Malling BC:	<u>Easter Activate 6th – 16th April 2010</u> <u>Charity Bike Ride 2010</u>
Kent Wildlife Trust:	<u>Parish Council Notices</u>
SLCC:	<u>Report from KALC Executive Meeting 23/1/2010</u> <u>Employment Matters Course, 29.3.2010</u> <u>Larger Councils Conference 2010</u>
NALC:	<u>2010 NALC Leadership Academy Programme</u>
Kent ARA:	<u>'Kent Active', Vol 4, Winter 2010, No. 37</u>
T & M Crime Prevention Panel:	<u>Minutes of Meeting held 30.11.2009</u>
CPRE:	<u>Diary of Events for 2010</u> <u>'Keeping the Lights On' Conference 2010</u>
KALC:	<u>'Parish News', Issue 345, 2.2.2010</u>
Youth Project Committee:	<u>Minutes of Meetings held, 4.2.2010 & 18.2.2010</u>
(b) <u>For Decision</u>	
Kent County Council:	<u>Formal Consultation – Variation in the Service use of Maidstone Day Opportunity Service, Table Talk and Spectrum Pottery Information</u> READ and NOTED
KALC:	<u>Planning Information Day, 13th March 2010</u> Information READ and NOTED .
Ditton Twinning Assoc:	<u>Release of Funds</u> Having declared a prejudicial interest in this item Cllrs. Beadle, Mrs Beadle, Mulcuck and Porter left the room and Cllr. Nunn took the chair.

A request for the release of funds was **READ** and the Association's balance sheet **NOTED**. Discussion took place.

RESOLVED to release the fund of £1,000 to the Twinning Association.

538. **FINANCE**

(a) Accounts Received

The following accounts received were **READ** and **NOTED**:-

Mr & Mrs Wood:	Contribution towards seat – Kilnbarn Play area	150.00
Ditton Minors:	Electricity Reimbursement	34.78
Mr & Mrs Lamb:	Gazette Advertisement	35.00
E J Cocker	Gazette Advertisement	80.50
Ditton Minors:	Pitch Marking	25.85
Ditton Infants School:	Grounds Maintenance	118.68
Ditton Junior School:	Grounds Maintenance	361.90
Hirers:	Multi Sport Hire	524.00

(b) Accounts For Payment

RESOLVED the following accounts be **ACCEPTED, APPROVED** and **PAID**:-

Salaries:	Gross	16284.51	Net	12328.23
DPC Imprest Account:	Reimbursement of Expenses			883.63*
Kent County Council:	Superannuation Payment February 2010			3723.33
AquAid;	Still Water		6.75	
			Vat <u>1.18</u>	7.93
Audit Commission:	2008/2009 Audit Fee		2500.00	
			Vat <u>437.50</u>	2937.50
Clive Stanley Associates:	Webmaster Services 26/11/09 – 17/2/2010			236.50
Ditton Community Centre:	Oaken Hall 24/4/2010			300.00

Donations:	<u>Under LGA 1972 Ss. 142*, 144** & 173***</u>		
	*Malling Area Volunteer Bureau		200.00
	*Victim Support		100.00
	**Ditton Heritage Centre		100.00
	***Ditton After School Club		200.00
	***Kent Air Ambulance		250.00
	***Fight Against Childhood Leukaemia		100.00
Emprise:	Keyholding Services	20.83	
		Vat <u>3.65</u>	24.48
Ernest Doe & Sons Ltd:	Machinery Parts, Oil & Grease	189.73	
		Vat <u>33.15</u>	222.88
Fields In Trust:	Annual Membership Fee		35.00
GB Sport & Leisure:	Bushes & Shackles for Play Equipment	103.95	
	Carriage	15.00	
		Vat <u>20.82</u>	139.77
Kent County Council:	Stationery, Tea Towels, Cleaning Sundries, Linemarking Powder	76.78	
		Vat <u>13.44</u>	90.22
KPS:	Photocopy charges	167.16	
		Vat <u>29.25</u>	196.41
LogoproT/A Goldstar:	Protective Clothing Outdoor staff	75.80	
		Vat <u>13.26</u>	89.06
Netbox:	APC Smart-UPS (For Server)	282.86	
		Vat <u>49.51</u>	332.37
Nico:	Waste Toner Bottle for Printer	19.97	
		Vat <u>3.49</u>	23.46
Mr Pullinger:	Playarea Locking		25.00
RBS Software Solutions:	Omega Software Maintenance	368.00	
		Vat <u>64.40</u>	432.40
Rural Kent:	Annual Subscription		35.00
St Peter's PCC:	Floodlights	200.00	
	Churchyard Upkeep	<u>200.00</u>	400.00
Travis Perkins:	Brushes, Pipe Connector, Repair Macadam etc.	61.01	
		Vat <u>10.67</u>	71.68

IMPREST ACCOUNT – Reimbursement of February Expenses

Brought forward 1 st February 2010		236.34
Add: PC Reimbursement		<u>2263.66</u>
Deduct December Expenses:		2500.00
Voucher Charge	3.25	
Kentec – Scaffold Hire	235.19	
Curtain Track – CC	16.98	
L. Hayward – Travel Exp	9.80	
NALC – Quality Status	235.00	
Petty Cash - PC	72.52	
Petty Cash - Bar	98.03	
Post Office	69.00	
Cash – Bar Stock	<u>143.86</u>	<u>883.63</u>
		1616.37
Sum to be drawn on 2 nd March 2009 to restore balance		<u>883.63</u>
		2500.00

(c) Direct Debits - Paid During January 2010

The following direct debits paid during January 2010 were **READ** and **NOTED**:-

[i] DITTON PARISH COUNCIL ACCOUNT

04.01.2010	WPA Health	608.51
04.01.2010	Sky Business	460.60
06.01.2010	RBOS Mentor	357.40
07.01.2010	Nildram	41.91
12.01.2010	Public Works Loan Board	2,528.07
20.02.2010	Heineken UK LTD	7,257.18
20.01.2010	Tonbridge & Malling BC	1200.00
20.01.2010	Red Fuel Cards	89.45
20.01.2010	Tonbridge & Malling BC	74.00
21.01.2010	BT Direct Debits	71.04
21.01.2010	Euphony Communications	9.05
21.01.2010	Waverley	198.14
21.01.2101	Southern Electric	5,384.10
25.01.2010	Siemens Fin. Services	564.00
28.01.2010	Walkers Snacks	216.37
28.02.2010	EDF Energy	114.27
28.02.2010	EDF Energy	1,153.63
28.01.2010	NW Business MC	606.18
29.02.2010	02	23.76

(d) Internal Audit(i) REPORT OF 3RD VISIT

The internal auditor's report of his 3rd visit of the audit programme for 2009/2010, which had been previously circulated, was **READ** and it was **NOTED** there were no matters arising from his work that would need to be brought to the attention of councillors. He did, however, note

that the precept for 2010/2011 is less than for 2009/2010 and he reiterated his view that the Council should take action to increase its revenue reserves from its current low base.

FURTHER NOTED the internal auditor has noted the comments made by the external auditor on the Annual Return for 2008/2009, especially that relating to a review of the Council's investment strategy, as he is not at all sure of the meaning of the comment and has written to the Audit Commission seeking clarification.

(ii) **INTERNAL AUDIT PROGRAMME FOR 2020/2011**

A draft internal Audit Programme for 2010/2011, which had been previously circulated, was **READ** and **NOTED**.

RESOLVED to **APPROVE** and **ADOPT** the draft as this Council's internal audit plan for 2010/2011.

(e) 2009/2010 Year End Accounts Timetable

It was **NOTED** that the end of year closedown of accounts will take place on 19th April 2010 and accounts completed on 20th April 2010.

(f) T&MBC Interest Free Loan Scheme

Information which had been previously circulated was **READ** and **NOTED**:-

539. **REPORTS FROM BOROUGH & COUNTY COUNCILLORS**

Co. Cllr. Homewood reported on the following matters:-

- Salt Bins – Cllr. Homewood confirmed that his Members' grant can be applied to purchasing salt bins.
- Members Grants – these will be available during 2010/2011

Borough Cllr. Stone reported on the following matters:-

- KCC Council Tax – this has been increased by 2.1% for 2010/2011 and is the lowest increase for 17 years.
- Potholes in Ditton – these should have all been filled by today. Cllr. Stone would like to know of any in the parish that have not been repaired.
- Road Surfacing in Ditton – all roads in Ditton will be resurfaced by the end of this year. No firm dates have been given for the work.
- Withdrawal of Salt Bin Scheme – KCC have been criticised for not seeking parish council's views on the withdrawal of the scheme.
- Kent Television – this has been cancelled.
- Kent Big Day Out – this will take place on 27th March 2010 and anyone living in Kent can apply for free tickets to a great many venues in Kent.

- New Builds – new planning legislation requires sprinklers to be put into properties where there is restricted access for emergency vehicles.
- Tax Credits – The Borough Council is arranging to hold surgeries to help people with assessing entitlements.
- Retrospective Planning Applications – Cllr. Stone will let Members have information on the criteria.
- Parking in Station Road – Cllr. Stone is in talks with Cobdown Sports and Social Club to see if they will permit residents from the terraced housing adjacent to the club to park their vehicles in the club's car park.
- Tonbridge & Malling Borough Council Members Allowance – Cllr. Stone advised that the Council has agreed an increase of 7% for its Members.

540. **REPORT FROM NEIGHBOURHOOD POLICING UNIT/COMMUNITY WARDEN**

This item was dealt with earlier in the meeting.

ADJOURNMENT

Matters raised by a resident during the adjournment:

- *Condition of the Ford*
- *Condition of 2 Jubilee seats on A20 footway*
- *Fence on top of wall adjacent to culvert*

*Cllr. Stone reported that a meeting will be held next month to discuss the permanent closure of the Ford and type of bollards to be installed. It was **NOTED** that KCC will seek to involve the local people in this.*

Mr Floyd Risby gave a presentation on the progress of the Youth Project and handed round a sample of the type of cladding it is proposed will be used to clad the outside of the Cedar Room.

Cllr. Stone requested that thanks are recorded to everyone involved in the project. Community Warden, John Newton, asked that thanks be recorded to Mr Risby, for all his work on the project and producing a project plan, and the Clerk for her assistance in drafting a feasibility study.

The Chairman thanked Mr Risby and Mr Newton for the presentation and their input into the project.

541. **PLANNING MATTERS**

(a) Plans Received for Comment

TM/10/00351/FL

Single Storey Rear Extension

35 New Road

RESOLVED NO OBJECTION

TM/10/00300/RD Details of external lighting submitted pursuant to condition 3 of TM/07/01579/FL (replacement of existing storage facility) 431 London Road
RESOLVED NO OBJECTION SUBJECT TO THE LIGHTING BEING PLACED AS LOW ON THE BUILDING AS POSSIBLE SO AS NOT TO AFFECT NEIGHBOURING PROPERTIES AND ALSO THAT THE BUILDING IS NO HIGHER THAN 2.6M (AS STATED IN A LETTER FROM AARON HILL TO THIS COUNCIL DATED 20TH SEPTEMBER 2007 REF. PTL5/TM/07/1579) – NOT 2.9M AS STATED IN THE DESIGN STATEMENT ACCOMPANYING THIS APPLICATION.

TM/10/00360/RD Details submitted to conditions 2 and 7 of consent reference TM/09/02697/FL in respect of materials and landscaping 45 Bradbourne Lane
RESOLVED NO OBJECTION BUT WOULD LIKE TO SEE A PERMEABLE SURFACE USED ON THE DRIVEWAY TO OFFER BETTER DRAINAGE ON THE INCLINE.

TM/10/00333/FL Erection of garage 34 Acorn Grove
RESOLVED NO OBJECTION BUT WOULD LIKE TO SEE MORE OF A FALL ON THE NEW GARAGE ROOF FOR DRAINAGE.

(b) Plans Dealt with by Tonbridge & Malling Area Sub-Committee No. 3

NOTED no decisions have been received during the past fourteen days

(c) 'B' Lists

The following 'B' Lists were CIRCULATED, **READ** and **NOTED**:-

10/5 - 8.2.2010; 10/6 - 16.2.2010

(d) Agenda, Minutes, Notes of Area 3 Planning Committee

The above document was **READ** and it was **NOTED** it did not contain anything relating to Ditton.

(e) Appeal Decisions

NOTED the following appeals have been dismissed:-

(i) TM/09/01733AT: Two non-illuminated, freestanding signs, 429/431 London Road

(ii) TM/09/00452/FL: 6m high lighting column with luminaire, 429/431 London Road

542. **CEDAR ROOM YOUTH PROJECT**

(a) Future Use of Part of Building as a Youth Centre

Discussion took place and Members confirmed that they fully support the project, but stressed that the building and land it sits on must remain in the ownership of the parish council.

RESOLVED part of the building known as the Cedar Room will be leased to the Youth Centre management committee, subject to conditions to be agreed between the parties.

(b) Term of Lease and Lease Fee

A communication received this day from Mr Clout, KYVS Field Officer, was **READ** and it was **NOTED** that he is suggesting that the Cedar Room be set up as a separate entity – initially a Registered Charity.

Considerable discussion took place and Members expressed concern at the implications for the Council of transferring the building to Charity status.

RESOLVED to invite Mr Clout to a meeting with Members to clarify the content of his letter.

Further discussion took place on the grant and duration of a lease and annual lease fee to be levied, bearing in mind the level of funding the youth project will be putting into the repair and refurbishment of the Cedar Room.

RESOLVED to grant a lease subject to funding being secured for the repairs and refurbishment of the building, the terms of the constitution being acceptable to the parish council and any other conditions deemed to be necessary. The term of the lease will be 25 years and the annual fee £25 per annum for the first five years with a review every 5 years thereafter.

543. **MATTERS ARISING FROM “CORRESPONDENCE FOR NOTING”**

There were no matters arising.

544. **CLOSURE**

The meeting closed at 9.49pm

Chairman
7th April 2010

